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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director, Research and Reports

FROM : Division of Techniques and Methods, ORR

SUBJECT: Division of Techniques and Methods' Plan for Overseas Operation During Fiscal '53.

DATE: 14 August 1952

Following for your information are the Division's plans on staffing and timing of its overseas operation during the current fiscal year. These plans are based on the assumption that any discussion that you may have with the covert offices may add administrative problems but will not particularly effect the selection and recruitment of personnel to fill the specified positions. On this basis we are proceeding as of now to implement the plan as outlined.

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The general plan of operation in [REDACTED] is to have six people, including one secretary. (This one-man increase over our staff study request is based on fuller information from [REDACTED] regarding scope and nature of work to be done.) With this staff, we should be able [REDACTED] only for a short time and longer-term operations such as the current

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As indicated below, two of the persons being considered are now in [REDACTED] and are willing to remain for as much as a year. We anticipate adding at least one more person in about two months, and the other three as soon as they can be recruited and trained, with the hope that they will be available in [REDACTED] by about the first of the year.

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Personnel needs are as follows:

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a. A chief of [REDACTED] at GS-12 -- 14. We will need about six weeks intensive training time once the person joins D/T before sending him to [REDACTED]. There is one potential candidate now in Personnel.

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b. Analyst GS-9. [REDACTED] of this office is now in [REDACTED] and apparently willing to remain on for some time.

c. Analyst GS-7 -- 9. Timing is again about six weeks after recruitment. We have a named candidate in mind but are not sure that he is available.

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d. GS-5 (clerk-photographer). [REDACTED] of the [REDACTED] is on deck [REDACTED] and also apparently willing to remain.

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e. GS-5 (clerk - junior analyst). Any one of three persons now in this Office can be utilized to fill this position, after approximately two months training particularly geared toward

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f. Secretary GS-5. Can be sent as soon as recruited. We have no candidates in mind.

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should be headquartered
should be capable of participating

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With
now we would like to give him approximately two months to find out what are doing and planning and seems to be available in before we add personnel to the staff.

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Personnel needs are as follows:

- a. Chief of office GS-11 -- 12. We hope that will be able to grow into the job of Chief of the office within the not-too-distant future.
- b. Analyst GS-9.
- c. Analyst GS-7.
- d. Analyst GS-5.

We have personnel now in the office who would be capable of filling the latter three jobs. Subject to information concerning the situation we think that the GS-7 Analyst, who is a very capable should go over in about two months and that the other two should follow within a reasonable length of time.

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Distribution:

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